

**MONTANA CHAPTER HFMA
BOARD MEETING MINUTES
Yogo Inn, Lewistown, MT
Friday, June 6, 2008 8 a.m.**

Present, Tina Montgomery, Kim Lucke, Chris Hopkins, Bob Olsen, Deb Green, Joe Vachal, Don Miller, Donja Erdman, Tammy Trovatten and JJ Carmody

Absent: Greg Peterson, Steve Scharmann, Ron Wiens, Sherri Renney

Call to Order

Tina called the meeting to order at 8:14 a.m.

Approval of April 23, 2008 minutes, Joe Vachal moved, Deb Green seconded the minutes be approved, unanimously approved.

Old Business

ANI (Annual National Institute) June 23-26th in Las Vegas – JJ has the list of who is going to the Awards Dinner

Fall President's Meeting August 27-29th in Maui

Chapter Balanced Scorecard has been updated and we met all our goals for last year. JJ thought we had everything reported that was needed by National.

Committee Reports

Secretary/Treasurer Report – Tina passed out the financial statements. Everything has been paid for the spring conference, except for the travel expenses for the Billings Clinic staff that presented. Tina tried to get everything paid by May 31st so it is in the correct year. Donja will get the budget so we can have a comparison on the financials of budget to actual. The final budget was approved at the last board meeting in April.

Program Committee – The Spring Conference revenue and expenses were reviewed. Tina handed out the comments from the evaluations of the speakers at the Spring Conference. Tina will check with Steve to see if the evaluations were sent out to the Speakers. Feedback: We need to get the food in the vendor room. The buffet line did not work this time. There was one break that did not have soda because it was extremely expensive. Chris asked if we do an overall speaker evaluation. Bob commented that we need to have a balance between speakers that have local information vs national. Discussion regarding having the evaluation required to be returned to get the certificate of attendance. Discussion was held regarding having attendees printout the handouts off the website. JJs copy costs were \$600 which was paid by her facility. We would like the speakers to make their handouts 3 slides per page instead of one to reduce paper and to get them to us in the correct format and earlier. There were comments about problems with the hotel in Helena. Don reported the vendors like the new format of having the opportunity to get a few minutes to talk about their business.

Fall Conference – JJ reported the change on the payer updates to create a payer forum because Allegiance asked why they are not invited to speak. We don't to make it too long and don't want it to be commercials and make the payer updates more general to appeal to the whole audience not just the PFS staff. JJ went over the general outline of the draft conference agenda. The RAC topic will be covered in detail. Tina had concerns about not having a motivation speaker. Tina reviewed the topics and asked for any input for the committee. Bob thought the second Attorney General Report should be on the agenda. There are other statewide races such as Insurance Commissioner that might be interesting. JJ reported that Baucus was being considered to speak on Healthcare issues, not candidacy.

Region 10 Conference – is in February in Arizona, they are looking for rural health or CAH topics. If anyone has any ideas please email JJ. Chris suggested how to start a Foundation.

Sponsorship Committee – Deb and Steve are still working on the difference report and what was paid. Deb thought it was due to the half year splits; Tina did not split any, so that might be the problem. Sponsorship per Deb is at \$22,000. The vendor meeting went well, they want to be involved. They offered that the vendors could introduce speakers and had one taker. That is something that could be built on. Deb thought it helps to send out a vendor registration packet. JJ asked if we had ever thought of using yahoogroups? The vendors would like to be part of the program committee to know what the program is about before they get there. Discussion was held about having a theme for the vendor fair and the vendors would manage it themselves. There are a couple of vendors that are interested in the Diamond sponsorship. There was some confusion in the past of the communication of the Program and Sponsorship committees. JJ would like to do a conference call with the vendors after the conference is planned. Discussion was held regarding the attendee count including vendors.

Membership Committee – Greg is not able to attend, no report.

Audit Committee – Ron is unable to attend, no report.

Task Force Committee – JJ has had inquires about having on a regular basis forums, probably start with reimbursement issues. Bob also suggested using listserv. Bob has some setup for long term care and PIN, but not on the finance side. Sherri has volunteered to be the lead on the PFS and JJ will be the lead for Reimbursement/Finance. JJ will lead the meetings, Chris will get it setup. JJ moved that we split the cost with MHA for these forums for PFS/Reimbursement/Finance. Don seconded, unanimously approved.

Nominating Committee – Don is still waiting on word from National re automated process for elections. Tammy is no longer an alternate she has taken Donja's term. Her term expires next year. Bob reported under the bylaws there is not an alternate position. Tina will correct it on the website for National.

Bylaws Committee – Kim reported there is nothing to report.

Newsletter Committee – Don any newsletter articles. Tina will write her President's message. **Don asked that all Committee chairs write something about their committee.** Bob will send some stuff to Don.

Website – Joe has gone thru and tried to update most of it. If you see something please let Joe know. Joe has not had time to check into the secure area. There is a page for financial statements, the only ones out there are budgets, is there a reason why we don't post the financials? No one knew of a reason, they have gone out in the newsletter. Joe will post them on the website. Joe needs an update on the Sponsorship to make sure it is correct. Don reported National has the ability on the website to convert files to a pdf, just go to the website.

New Business

Local Forum discussion – see above

Advertising portion of sponsorship revenue – National reported at LTC if you allow advertising in the Newsletter the amount of Sponsorship revenue that is attributable to advertising needs to be split out on the Form 990. Tina checked with her Marketing person about advertising. She said about \$25 per Newsletter, \$100 per year. We allowed Gold, Platinum and Diamond Sponsors up to a quarter of a page 4 times per year. We have probably about 10 sponsors which would make \$1,000 per year. Deb moved to put \$25 per quarter page ad, \$100 per year based on current market information. Don seconded the motion, motion passed. We will include it as advertising regardless if they utilize the space.

Bob suggested that someone organize the Montana group that is going to ANI to all sit together at the banquet.

Chapter Planning Calendar – Donja emailed the link to the website so you can print it out. Tina went thru the DCMS reporting deadlines. You should receive emails from National about upcoming deadlines that for your area of responsibility.

February 2009 Board Meeting dates - tentative date set for February 20th, tentatively in Great Falls to check out new facilities that Tammy is looking at for future conferences.

Spring 2010 Conference – discussion was held regarding the location. Tammy is looking at locations in Great Falls. The Crowne Plaza is locked in. We will look at surveying our membership in December. **Steve as current Program chair needs to confirm the hotels for the next year.**

The meeting was adjourned.